



Approved by the Board of Trustees on September 12, 2023
FLSA: Non-Exempt

MAINTENANCE TECHNICIAN

DEFINITION

Under general supervision, performs semi-skilled to skilled maintenance duties the construction, maintenance, and repair of District facilities; areas of responsibility include, but are not limited to, plumbing, electrical, carpentry, painting, and concrete operations; refinishes and installs cabinets and furniture; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory and management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This classification performs the full range of semi-skilled to skilled maintenance duties in support of the District's facilities maintenance programs working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This classification is distinguished from the Senior Maintenance Technician in that the latter classification performs the most complex work assigned to the series, including, but not limited to, providing lead direction and training to lower-level staff.

EXAMPLES OF TYPICAL JOB FUNCTIONS

Management reserves the right to make reasonable accommodations so that qualified employees with verified medical conditions can perform the essential functions of the job.

- Performs semi-skilled to skilled tasks in the construction, maintenance, and repair of District facilities; trades areas include, but are not limited to plumbing, electrical, carpentry, painting, and concrete operations.
- Installs, maintains, repairs, and performs preventive maintenance to plumbing fixtures, water lines and waste disposal systems; cuts, threads and replaces water pipes; installs and maintains toilets, sinks, faucets, drinking fountains, water heaters and new water lines; replaces defective parts in plumbing fixtures and systems.
- Performs emergency repairs and adjustments to plumbing equipment including broken pipes, cleaning plugged drains, replacing washers, faucets and valves, cleaning grease traps and flushing or unplugging sewer lines.
- Installs, maintains and repairs building structures and fixtures such as ceiling and floor tiles, partitions, doors, cabinets, windows, electrical switches and fixtures, and heating and air conditioning equipment (HVAC); patches holes in damaged dry wall and plaster.
- Inspects, repairs, and maintains electrical and lighting components and systems, such as conduit and duct systems, power circuits, motor appliances, generators, breaker panels and other electrical equipment; installs new wiring, plugs, lights, and circuit breakers; lubricates, adjusts, and repairs electrical equipment; assures compliance with applicable building codes and safety regulations.
- Refinishes furniture, cabinets, and other wood items; installs wall paneling and wall partitions; installs cabinets and shelves; constructs walls and hangs doors and paneling; installs and repairs roofing. Prepares surfaces for painting; mixes and applies paint to match or cover walls, ceilings, fences, and other surfaces; performs touch-up painting; paints interior and exterior surfaces; erects and moves scaffolding and platforms; paints parking lot spaces, directional arrows, handicapped areas, and curbs.

- Operates a variety of equipment, machinery and hand and power tools including trucks and other vehicles, flow meters, refrigeration test equipment, gauges, meters, saws, pipe cutter and threader, trencher, soldering and welding equipment, and pneumatic tools.
- Prepares and maintains work orders and records related to work performed; assists in the research of supplies and vendors and the ordering of supplies and materials.
- Works productively and cooperatively with others by demonstrating respect, patience, and equitable treatment of all internal and external customers.
- Observes and complies with District and mandated safety rules, regulations, and protocols.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Operations and services of a comprehensive facilities maintenance program.
- Standard practices of several maintenance trades including, but not limited to, carpentry, cabinet making, locksmithing, plumbing, painting, and minor electrical repair.
- Operational characteristics and proper maintenance of tools, equipment and machinery used in the maintenance of equipment, building and construction maintenance trades.
- Methods and techniques of preventive and corrective maintenance.
- Methods and techniques of using a diverse range of diagnostic tools to identify maintenance needs.
- Proper methods of storing equipment, materials, and supplies.
- District and mandated safety rules, regulations, and protocols.
- Basic mathematics.
- Principles and practices of record keeping.
- Techniques of providing a high level of customer service by effectively interacting with students, staff, faculty, representatives of outside organizations, and members of the public, including individuals of diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, physical ability, and sexual orientation.
- The structure and content of the English language to effectively perform the work.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform a variety of semi-skilled to skilled maintenance and repair tasks independently or as a member of a crew.
- Perform a variety of technical tasks in the construction, maintenance, renovation, and repair of District buildings and facilities.
- Install, maintain, and repair a diverse range of facilities related equipment and systems, including those related to re-modelling facilities.
- Troubleshoot minor electrical and mechanical problems.
- Operate a variety of hand and power tools and stationary mechanical equipment in a safe and effective manner.
- Read and apply information in schematics, blueprints, and drawings.
- Identify building maintenance needs and take corrective actions.
- Maintain tools and equipment in a clean working condition.
- Maintain accurate logs and records of work performed.
- Perform heavy physical labor.
- Understand and follow oral and written directions.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.

- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Demonstrate sensitivity to, and understanding of, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds of community college students.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Equivalent to completion of the twelfth (12th) grade, supplemented by specialized training in carpentry, electrical, and plumbing work.

Experience:

- Three (3) years of increasingly responsible experience in a building construction or building maintenance work.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp, and make repetitive hand movement in the performance of daily duties; to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various District sites; and vision to read printed materials and computer screens, and to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust, and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.